



Being an Effective Volunteer

City of Beaverton
Boards & Commissions

Agenda

- ▶ Dinner & Board/Commission Introduction
- ▶ 2014 Mayor & Council Priorities – Council President Mark Fagin
- ▶ Roles & Responsibilities: Being an Effective Volunteer – Lani Parr, Neighborhood Program Manager
- ▶ Important Legal/Ethical Issues – Bill Kirby, City Attorney
- ▶ City Financial Update – Dave Waffle, Asst. Finance Director
- ▶ Best Practices in Board Minutes – Cathy Jansen, City Recorder
- ▶ Effective Meetings Q&A Panel
- ▶ Overview of Resources Available
- ▶ Adjourn

Don't forget to
fill out your
survey before
you leave!

City's Boards & Commissions

- Beaverton Arts Commission
- Beaverton Committee for Community Involvement
- Beaverton Urban Redevelopment Agency
- Bicycle Advisory Committee
- Board of Construction Appeals
- Budget Committee
- Diversity Advisory Board
- Citizens with Disabilities Advisory Board
- Human Rights Advisory Commission
- Library Advisory Board
- Mayor's Youth Advisory Board
- Planning Commission
- Senior Citizens Advisory Committee
- Sister Cities Advisory Board
- Social Services Funding Committee
- Traffic Commission
- Urban Redevelopment Advisory Committee
- Visioning Advisory Committee

2014 Mayor & Council Priorities

▶ New Process this Year

- Collaborative Approach
- Driving Budget Planning

▶ Putting the Pieces Together

- Organized Priorities around the Community Vision Goals
- Tied in the City Council Goals

▶ Built in Accountability

- Tracking our Progress Quarterly

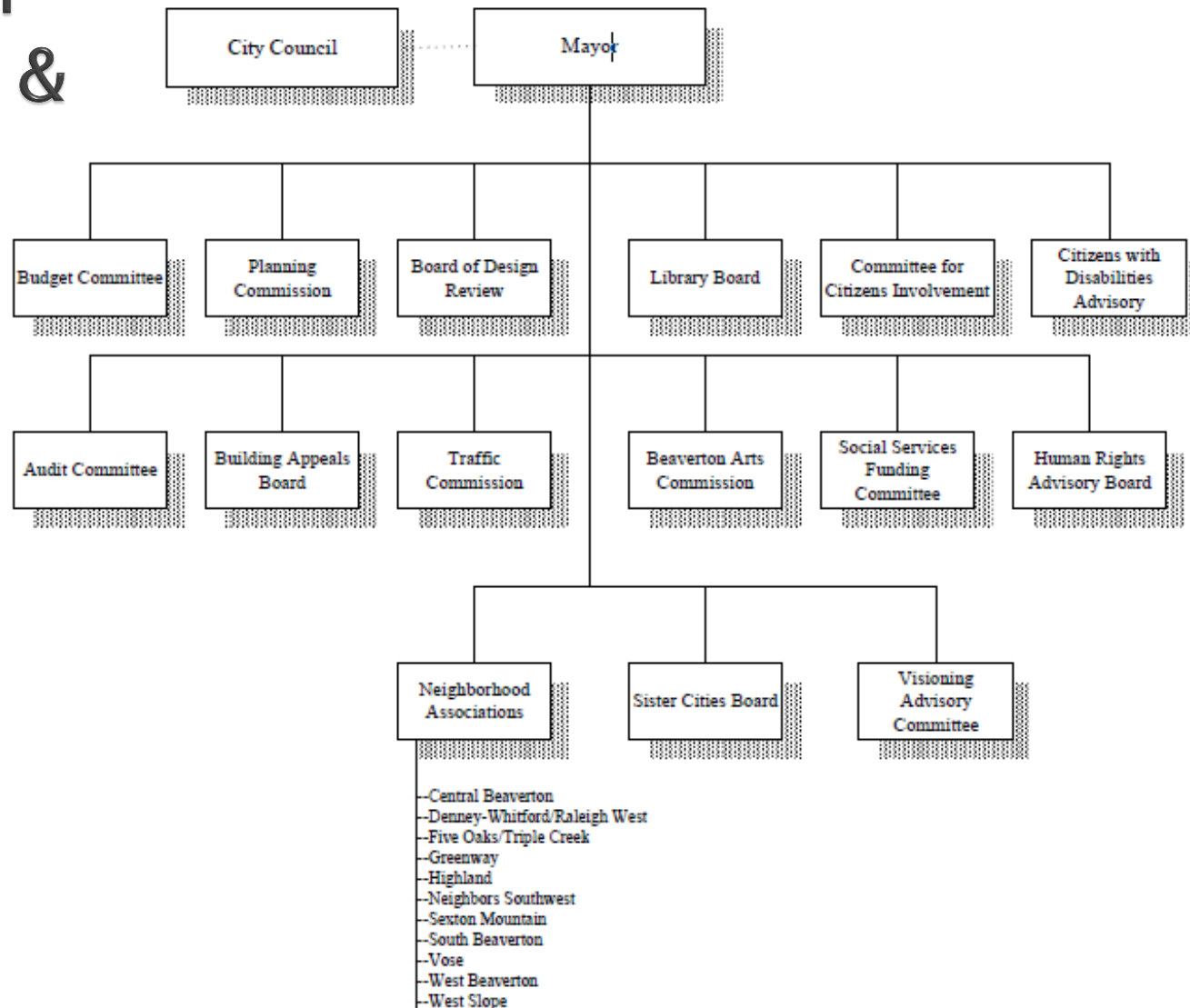




Roles and Responsibilities: Being an Effective Volunteer

Lani Parr
Neighborhood Program Manager

Organizational Chart– Boards & Commissions



Roles & Responsibilities – Mayor & Council

- ▶ The Beaverton City Council consists of five councilors. The Mayor & City Councilors are all elected at large to serve four-year terms.
- ▶ City Councilors establish priorities; adopt laws and regulations; approve resolutions and the budget.
- ▶ The Mayor presides at all meetings of the City Council, signs all ordinances and other acts of the Council, and appoints advisory boards with the consent of the Council.



Types of Boards & Commissions

▶ Advisory boards

- Serve in an advisory capacity to the Mayor & City Council.
- Provide information about the community's needs & interests, which can have a significant effect on City policies & programs.
- Do not create or administer policy, programs, or services, unless the power is granted to them by City Council.

▶ Decision-making boards

- Established to render decisions on behalf of the Mayor & City Council.
- Advise the Mayor & City Council on policy/legislative issues.

(See pages 3–5 of your manual)

Roles and Responsibilities – Effective Board Members:

- ▶ Are prepared and attend all board meetings
- ▶ Actively participate in the research, projects, and activities the board is engaging in or sponsoring
- ▶ Focus on issues being discussed and do not allow personal feelings toward other board members to affect their judgment
- ▶ Recognize that the board must operate in an open and public manner
- ▶ Aware that the authority to act is granted to the board as a whole, not to individual members
- ▶ Are proactive with keeping up to date with the direction the city is moving

Best practices for effective boards

High performing boards:

- ▶ Have a constructive partnership with staff
- ▶ Are mission driven
- ▶ Engage in strategic thinking
- ▶ Promote a culture of inquiry
- ▶ Practice independent mindedness
- ▶ Promote transparency
- ▶ Comply with laws with high integrity
- ▶ Are results oriented
- ▶ Engage in intentional board practices
- ▶ Are committed to continuous learning

Characteristics of successful board members

1. Knowledge of your board–be familiar with your bylaws, core mission, past and future issues.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Learn all you can about your city, its history, operations, financing, City ordinance and City initiatives.
4. Remember that you represent all the people of your community, not just neighbors, or friends.
5. Don't spring surprises on your fellow governing board members or city staff, especially at formal meetings. If it is worthwhile bringing up, place on your board's agenda.
6. Celebrate– don't always focus on problems and issues. Make time to share your successes of your board.

Roles & Responsibilities– Staff Liaisons & Council Liaisons

- ▶ Staff liaisons are responsible for:
 - Arranging for meeting space/time
 - Notifying board members of meetings, including changes in meeting date/times
 - Distributing agendas and minutes to board members
 - Providing public notice on the city's website of meetings
 - Providing assistance in locating information on city policies, procedures, and activities in areas being discussed by the boards
 - Requesting budget funds annually for the board's business

- ▶ Council liaisons are responsible for:
 - Serving as the primary two-way communications channel between Council & the board
 - Serving as the primary informal Council contact for the board
 - Providing procedural direction and relaying Council's position to the board

The News Media

- ▶ The city's boards work on issues that are important to the community and may attract media attention. If you do receive a press inquiry, please keep these items in mind:
 - Have one consistent message to the media—consider developing talking points for delivering an effective message.
 - Be friendly to the media –they can be effective in helping you get the word out on the work you are doing.
 - Your statement should be from the board and not as an individual board member's statement.
 - Keep in mind that comments you make to the press may also have to be made in a court of law.
 - Be careful of making comments off the record—the press may not share that belief.
 - If in doubt on how to respond, ask for assistance from your staff liaison and/or the City's Public Information Manager.
 - Keep in mind of earned media opportunities throughout the year—develop press releases about events/ projects you are working on.



Important Legal Issues/ Ethical Considerations

Bill Kirby
City Attorney

Role of the City Attorney

- ▶ The Mission of the City Attorney's Office is to provide high quality, cost-effective legal advice and representation to the City Council, the Mayor's Office, and various City Departments, Agencies, Boards and Commissions.
- ▶ The City Attorney's Office represents public officials or employees only in their official capacities.

Ethical Considerations for Board Members

Refer to pages 7 and 8 in your manual for more information

- ▶ Are you a public official?
- ▶ Use of position for personal gain
 - Confidential information
 - Influence pedaling
 - Misuse of government resources
- ▶ Gifts & Reimbursement of expenses
- ▶ Conflicts of interest

- ▶ Oregon Government Ethics Commission: 503-378-5105

Political Campaigning

- ▶ Oregon law imposes restrictions on political campaigning by public employees.
- ▶ Prohibited from using work time to support or oppose measures, candidates, recalls, political committees, or petitions.
- ▶ Applies to board & commission members when acting in an official capacity, e.g., when:
 - At a meeting of the board/commission
 - Working on a duty assigned by the board/commission
 - Working on official publications
 - Appearing at an event in an official capacity

FAQ During Campaign Season

- ▶ May a board/commission endorse a candidate or ballot measure?
- ▶ Are we allowed to provide a personal endorsement for campaign materials and voters pamphlet statements?
 - Are we allowed to use our board titles – such as John Smith, BCCI Vice-Chair?
- ▶ If a candidate wants to drop by at our board meeting, how should we handle the situation?

Oregon Public Meetings and Notice

- ▶ Oregon Meetings Law. ORS 192
 - Purpose is to assure that meetings of public bodies are open to the public so that the public will know of the activities and actions of the public officials.
 - Subject to the law: all meetings of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.
- ▶ Who is subject to the law:
 - Subject: City Council, Boards & Commissions, Informal advisory groups (including NACs)
 - Not Subject: Staff meetings, meetings that do not have a quorum of a council/commission

Oregon Public Meetings and Notice (cont.)

- ▶ Requirements of a Public Meeting
 - Notice
 - Proper space, location, accessibility, and attendance
 - Voting
 - Record/Minutes kept of the meeting
 - The public meeting law requires that attendance be allowed, but not participation by the public. The presiding officer has authority to keep order and impose reasonable restrictions.

Meeting Organization: Bylaws

- ▶ Every board has a set of bylaws to direct and clarify actions, procedures, and organization. Board members are expected to adhere to bylaws & relevant statutes.



City Financial Update

Dave Waffle
Assistant Finance Director

Budget Facts – Revenue

- ▶ All Funds \$184 M
- ▶ Property Tax \$34 M
- ▶ Fees and Charges \$13M
- ▶ State and Federal \$19 M
- ▶ County \$5M

Budget Facts (Net Expenses)

- ▶ Net Expenses \$122 M
- ▶ Removed Fund Balance and Transfers
- ▶ Personnel 33 % of Budget
- ▶ General Fund 41% of Budget
- ▶ Police 52% of General Fund

Oregon Budget Law

- ▶ Annual Budget Calendar
- ▶ www.BeavertonOregon.gov
- ▶ Budget Officer Proposes with Mayor's Budget Message
 - State Revenue Hearing
 - May 29 @ 7 p.m.
- ▶ Budget Committee Recommends

Oregon Budget Law

- ▶ Mayor And City Council Adopts
 - Budget Hearing – June 17
 - Regular Council Meeting 6:30 pm.
- ▶ Audit Committee Reviews Annual Report (CAFR)
- ▶ Supplemental Budget
 - Hearings in Fall and Spring

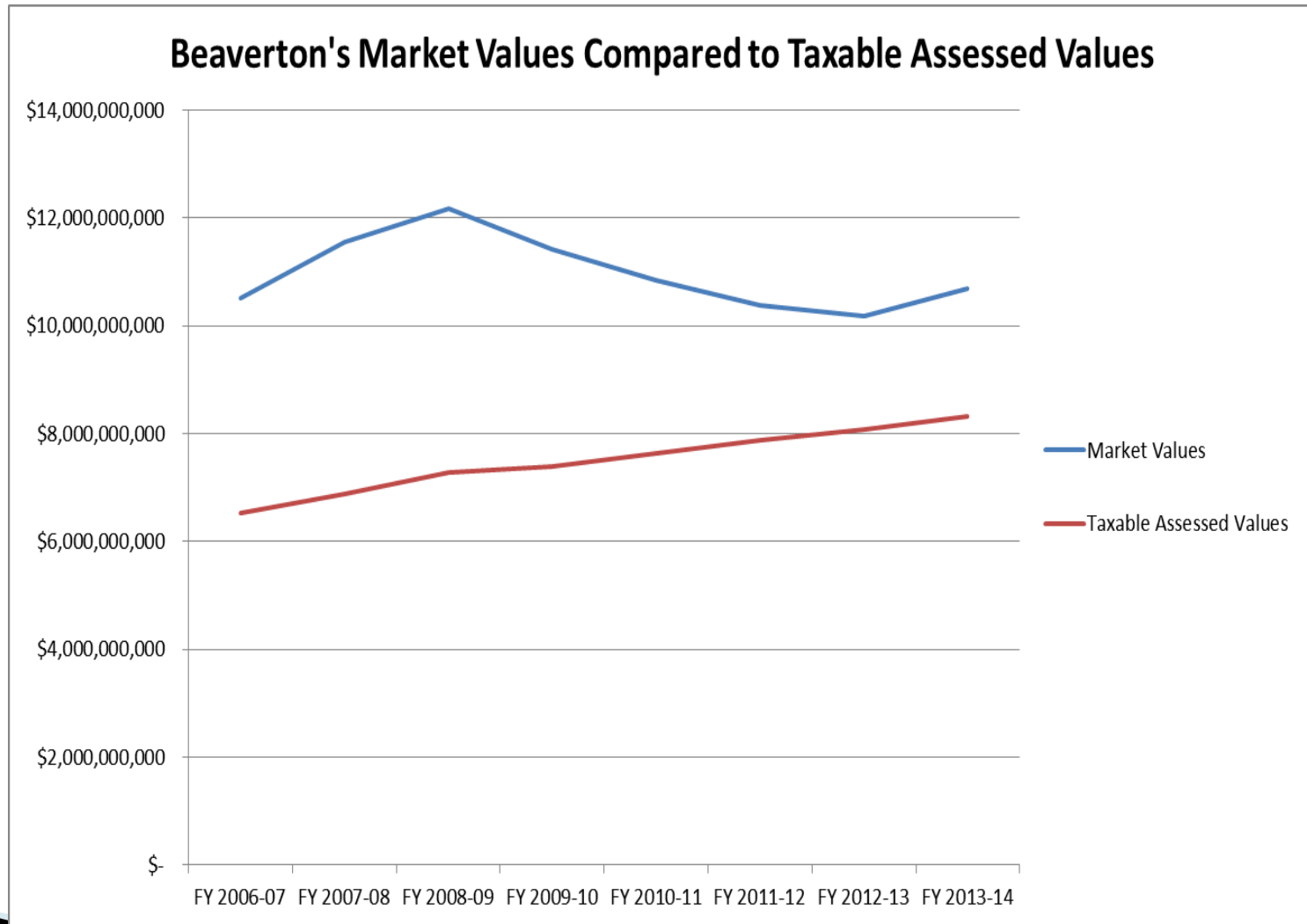
Budget Restrictions

- ▶ Fund Accounting
- ▶ Chart of Accounts
- ▶ GAAP And GASB – principles and best practices
- ▶ Restricted Revenues

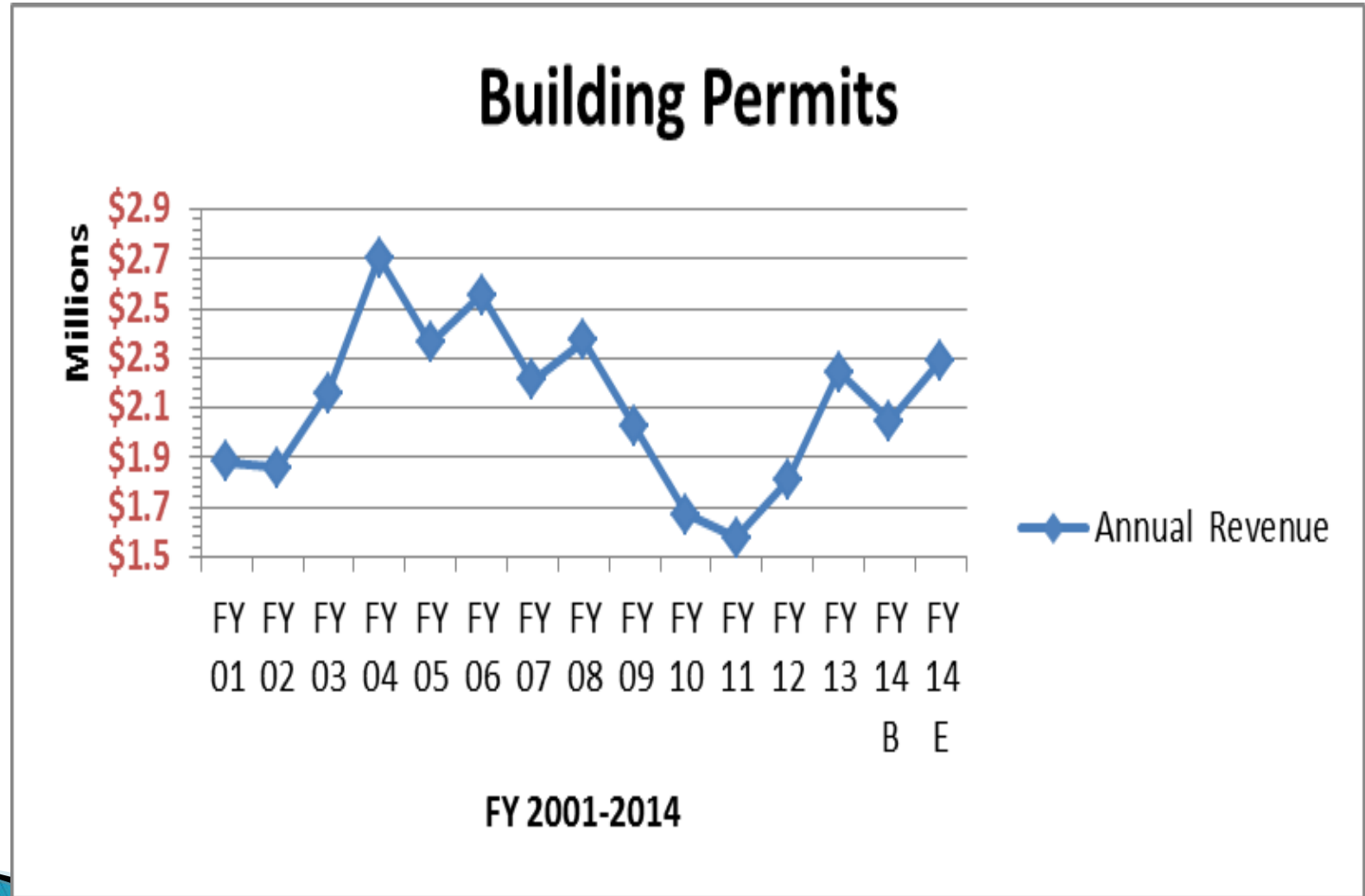
Budget Trends

- ▶ Property Taxes
- ▶ AV & RMV
- ▶ $\text{Levy} \div \text{AV} = \text{Tax Rate}$
- ▶ $\$36.3 \text{ million} \div \$8.3 \text{ billion} = \$4.24 \text{ per } \1000 AV
- ▶ $1 \text{ ¢} = \$80,000 \text{ in taxes}$

Budget Trends

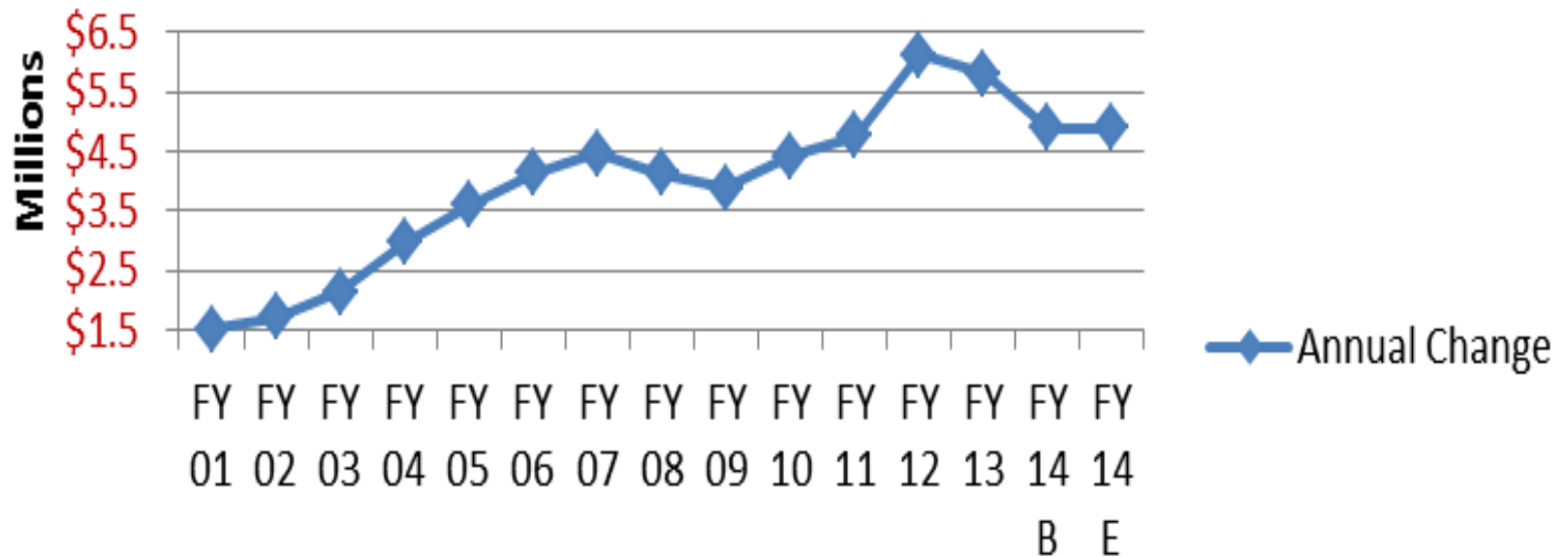


Development Trends



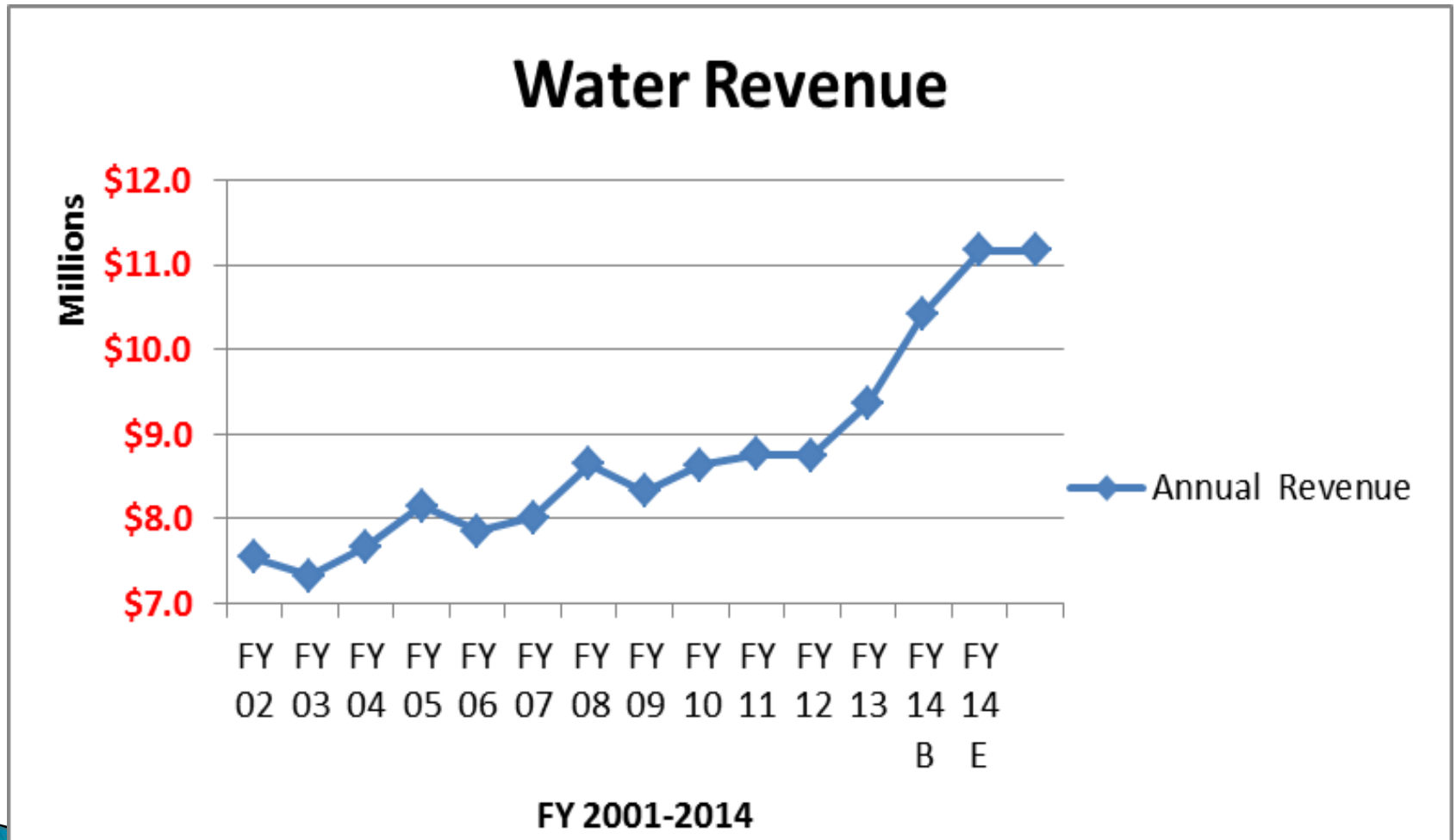
Court Fine Trends

Court Fines & Forfeitures



FY 2001-14

Utility Charge Trends



Current Budget Issues

- ▶ PERS
- ▶ Health Insurance
- ▶ Wages
- ▶ Bonded Debt
 - General Obligation/Revenue Bonds
 - Support for Boards and Commissions – object code #523

Budget Making

- ▶ Goals, Objectives, Priorities and Community Vision
- ▶ Performance Monitoring and Benchmarking
- ▶ Transparency and Integrity
 - CAFR Awards
 - Budget Presentation Awards



Best Practices: Board Minutes

Cathy Jansen
City Recorder

Best Practices for Board Minutes

▶ MINUTES ARE:

- The official record of what was DONE at a meeting for:
 - Meeting participants, those absent and the public
 - Board/committee members, staff and Council
 - Outside agencies impacted by decision/actions at the meeting
 - Tracking tasks/timelines assigned to staff or others

▶ Minutes ARE NOT

- Minute-by-minute record of what happened
- Record of who said what

Minutes FORM

- ▶ Depends on the type of board/committee
 - Government bodies that make final decisions (councils, planning commissions, school boards, budget committees) – state law requires formal, inclusive minutes.
 - Advisory boards (NACs, HOAs, staff committees) – Shorter, to-the-point style.

Short, clear, concise minutes are best

- ▶ Cost effective
- ▶ More efficient use of time
- ▶ Avoids burnout
- ▶ Easier to read

What to include in Minutes:

- ▶ Date, time, location
- ▶ Participants' names (present, excused, absent)
- ▶ Minutes approval
- ▶ Decisions made for each agenda item
 - Motions (maker, seconder, vote)
 - Motions that died – lack of second
 - Actions taken by consensus
 - Directions/assignments to staff, members, or citizens
 - Items held over
 - New Business brought up (not on agenda)
 - Next meeting date/time (if applicable to the board)

Pre-planning for Meeting, makes life simpler for you

- ▶ Meet with staff liaison or chair to:
 - Ensure agenda format works for taking minutes
 - Confirm all business items are on agenda
 - Confirm final action needed for each item
 - Check to see if anything extra is needed for meeting
 - Prepare minutes before the meeting (skeletal minutes)

Tips for taking notes:

▶ Minutes template:

- Create from agenda in format of final minutes
- Fill out all information that already exists
- MACROS for standard phrases and formats, save time and typing
- Don't try to capture it all
- Record decisions/actions as soon as they occur
- Ask for clarification if needed ("Excuse me Chair Smith, would you please clarify... or have motion repeated...")

Writing Minutes

- ▶ Do it ASAP after meeting
- ▶ Review your notes– clarify questions w/staff or chair
- ▶ Be objective
- ▶ Write in the same tense throughout
- ▶ Avoid inflammatory or personal observations
- ▶ Use positive language
- ▶ Do no repeat staff reports in minutes
- ▶ Avoid writing in actual chronological order of discussion – it may not work
- ▶ Focus on action items, not discussion – reflect decisions made
- ▶ Have staff liaisons or chair review draft minutes for accuracy

MACRO Examples

▶ CTO: Call to Order

- *The Regular Meeting of the Beaverton City Council was called to order by Mayor Denny Doyle in the Forrest C. Soth City Council Chamber, 4755 SW Griffith Drive, Beaverton, Oregon, on Tuesday, _____ at _____ p.m.*

▶ RC: Roll Call

- *Present were Mayor Denny Doyle, Councilors Cate Arnold, Betty Bode, Mark Fagin, Ian King and Marc San Soucie. Also present were City Attorney Bill Kirby, Chief Administrative Officer Randy Ealy, Finance Director Patrick O'Claire, Library Director Abigail Elder, Human Resources Director Nancy Bates, Police Chief Geoff Spalding, Public Works Director Peter Arellano, and City Recorder Catherine Jansen.*

▶ MOT: Motion

- Councilor MOVED, SECONDED by Councilor
- Councilors Arnold, Bode, Fagin, King and San Soucie voting AYE, the MOTION CARRIED. (5:0)

▶ ADJ: Adjournment

- There being no further business before the Council at this time, the meeting was adjourned at p.m.

Catherine Jansen, City Recorder

Approved this _____ day of _____

Denny Doyle, Mayor

Clear, effective
minutes ensure the
time spent in a
meeting was not
wasted and avoids
having to meet again
for the same purpose



Effective Meetings

Panel: City Councilor Ian King; City Attorney
Bill Kirby; City Recorder Cathy Jansen;
Visioning Chair Jaann Hoisington

Overview of Resources Available

- ▶ Board and Commission Membership Manual
- ▶ Website: www.BeavertonOregon.gov/NACResources
 - Meeting Facilitation worksheets
 - Event Planning Tips
- ▶ Neighborhood Program Resource Library, City Hall Rm.130
(*partial listing*)
 - Best Practices for Effective Boards
 - Board Member Orientation: The Concise and Complete Guide to Nonprofit Board Service
 - The Board Member's Playbook: Using Policy Governance to Solve Problems, Make Decisions, and Build a Stronger Board
 - Boards That Make A Difference: A New Design for Leadership in Nonprofit and Public Organizations
 - The Idiot's Guide to Parliamentary Procedure
 - Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance
 - Robert's Rules of Order
 - What Makes High-Performing Boards: Effective Governance Practices in Member Serving Organizations

Thank you for attending! We value your feedback; don't forget to fill out your survey before you leave!

Boards & Commission Training: Being An Effective Volunteer

Tuesday, March 4, 2014

Thank you for attending the 2014 Boards & Commissions Training: Being An Effective Volunteer. Please take a moment to complete the following evaluation. Your comments and input are valuable to us in planning future trainings. Thank you!

1. Please rate the overall quality of the training:
2. Please rate your understanding of the topic *[being an effective volunteer]*
Before the training:
After the training:
3. One thing I found valuable at this training was:

High				Low
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1

4. One thing I would improve about this training is:
5. Have you attended a previous City training as a board member? YES NO
If yes, which City of Beaverton training did you attend?

Other comments:

Check the box and provide your name if you would like a staff member from the Neighborhood Program to follow-up with you regarding the training or you would like additional information: ☐ _____

